

PLEASE NOTE:

Proposed occupancy must comply with applicable zoning district requirements. Failure to do so is a violation of COSL Development Code.



**CITY OF SUGAR LAND
Permits & Inspections Department**

INSTRUCTIONS:

**Fax application to
281-275-2271**

Permit Department will call when APPROVED & ready for pickup.

NAME CHANGE/CHANGE OF OWNERSHIP APPLICATION

APPLICATION # _____

PROJECT ADDRESS: _____

SQUARE FOOTAGE: _____

TENANT INFORMATION

SALES TAX ID# _____

NAME OF BUSINESS: _____

CONTACT: _____ PHONE#: _____

EMAIL: _____

***ATTACH A LETTER OF DETAIL DESCRIPTION OF USE ON COMPANY LETTERHEAD W/ SIGNATURE ***

BUILDING OWNER INFORMATION

NAME: _____

CONTACT: _____ PHONE#: _____

ADDRESS

CITY/STATE

ZIP

REASON FOR CHANGE: PLEASE SELECT ONE

☐ NEW OWNER ☐ NEW MANAGEMENT ☐ BUSINESS NAME CHANGE ☐ TENANT CHANGE
☐ TURN POWER ON TO SHOW VACANT SPACE

Permit Fee \$30.00

PREVIOUS TENANT: _____

NEW TENANT: _____

ANY REMODEL WORK TO BE DONE? ☐ YES ☐ NO

APPLICANT SIGNATURE

DATE

OFFICIAL USE ONLY

SIC CODE & DESCRIPTION: _____

ZONING DISTRICT: _____ APPROVAL: _____



**ALCOHOL SALES
ACKNOWLEDGMENT**

DATE: _____

APPLICATION # _____

**Return completed form to Permits and Inspections with the NAME CHANGE/CHANGE OF OWNERSHIP APPLICATION
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479**

SITE ADDRESS _____

Tenant/ Business Name _____

Legal Description of Property _____

Zoning District _____ (ex. General Business B-2)

CONTACT INFORMATION

Name _____

Address _____

Phone _____ Email _____

By signing and dating this acknowledgment form, I am certifying that I am authorized to make this application, and that I have read and understand the following standards for alcohol sales in the City of Sugar Land:

Any business establishment with alcohol sales that exceed 49% of total sales revenues is considered a Drinking Place. Drinking Places are not permitted in any of the City's primary zoning districts, as established in the City of Sugar Land Development Code Sec. 2-51.

Except within a Planned Development (PD) district where Drinking Places are authorized, no business establishment shall have alcohol sales in excess of 49% of total sales revenue. Whether a food establishment or other business that serves alcohol, revenues from food, merchandise, or activities must be a minimum of 51% of gross sales. The City may request sales receipts to verify compliance with this requirement at any time.

This acknowledgement does not replace other local or state requirements for alcohol sales.

Printed Name

Signature

Date